



# CIVILIAN PERSONNEL FACT SHEET

## Meritorious Civilian Service Award

**PURPOSE:** To recognize outstanding service to the Air Force in the performance of duties in an exemplary manner with command-wide impact. This award is not appropriate for individuals about to retire.

**ELIGIBILITY:** All Air Force civilian employees who:

- Performed their assigned duties for at least one year in an exemplary manner, setting a record of individual achievement and serving as an incentive to others to improve the quality and quantity of their work performance
- Exercise unusual initiative in devising new and improved work methods and procedures that resulted in a substantial savings in manpower, time, materials, or other items of expense
- Improving safety or health of employees
- Improving morale of workers in a unit which resulted in improvement of work performance and esprit de corps

### PROCESS:

Supervisor prepares AF Form 1768 (Staff Summary Sheet) which includes employee's full name, grade, duty title, organization, social security number, period covered, and any other information considered appropriate or useful. AF Form 1768 should also include a draft citation, written in third person, with job designation, organization, period covered, and statement of achievement, not to exceed 90 words. Justification should be well defined. Both, citation and justification, are on a separate page as an attachment, they are not directly on the AF Form 1768. There is no specific format for the justification other than narrative form. Please send by e-mail or disk in addition to hard copy.

In memo format to HQ USAFE/A1CP, a statement verifying the official records of the nominee, during the inclusive dates of the proposed award, do not contain any disciplinary or adverse action information, nor is their any pending action, that reflects unfavorably on the exemplary performance deserving recognition. (sample attached)

Submit through proper channels to within three months of the act/event. MAJCOM provides the certificate and 435 MSS/DPCE provides the medal set.

There is no limit on the number that may be awarded. Award is documented in the civilian data system and a copy of the AF Form 1768 and justification filed in the Employee Performance Folder maintained by the supervisor.

## **APPROVAL AUTHORITY:**

Installation Level – Submit through your chain of command to Wing/CC. Forward to 435 MSS/DPCE for submission. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

MAJCOM Level – Submit through chain of Command to Directorate Commander. Nominations will be forwarded to 435 MSS/DPCE for submission. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

GSU/Associate Units – Submit through chain of command. Nomination will be forwarded to your parent command.

Upon approval, provide a copy to 435 MSS/DPCE to update employee's records in the civilian database. Award is also documented in the Employee Performance Folder (EPF) maintained by the supervisor.

**AWARD DESCRIPTION:** A sterling silver medal bearing the Air Force coat of arms with a wreath of laurel leaves, and light blue silk ribbon with four yellow stripes and three navy blue stripes in the center. Also, a miniature medal, sterling silver lapel emblem, ribbon rosette, and AF Form 1166, *Meritorious Civilian Service Award Certificate*, accompany this award. Emblem with ruby indicates receipt of more than one meritorious award.

**REF:** AFI 36-1004, AFP 36-2861, PERMISS

Date

MEMORANDUM FOR HQ USAFE/A1CP

FROM: Org/Office Symbol  
Address

SUBJECT: Meritorious Civilian Service Award

I certify that the official records of Mr./Ms.-----, Org/Office Symbol, during the inclusive dates of the Meritorious Civilian Service Award, do not contain any disciplinary or adverse action information. Also, there is no action pending that would reflect unfavorably on the exemplary performance deserving recognition.

IMA SUPERVISOR  
Commander

**CITATION**  
**TO ACCOMPANY THE**  
**MERITORIOUS CIVILIAN SERVICE AWARD**  
**FOR**  
**I. M. A. SAMPLE**

In recognition of distinguished performance as (Duty Title, Organization/Directorate, Wing/MAJCOM), Ramstein Air Base, Germany, from February 2004 to May 2004. Leading a 20-member multifunctional team, Mr./Ms.----- adeptly directed activation of the repair \_\_\_\_\_. The distinctive accomplishments of Mr./Ms.-- reflect the highest credit upon himself/herself and the United States Air Force.

Another Sample:

**SAMPLE**  
**AWARD FOR MERITORIOUS CIVILIAN SERVICE**  
**TO**  
**CITATION:**

In recognition of Mr./Ms\_\_\_\_\_ distinguished performance from \_\_\_\_\_ to \_\_\_\_\_ while serving as \_\_\_\_\_, Ramstein Air Base, Germany. As the sole attorney for the 435<sup>th</sup> Air Wing, \_\_\_\_\_ consistently provided flawless legal advice on a myriad of complex issues. \_\_\_\_\_ suggested innovative solutions to intricate problems during source selection on three major contracts and set a new Air Force standard for defensible contract awards. \_\_\_\_\_ outstanding accomplishments and initiative reflect the highest credit upon himself/herself and the United States Air Force.



**SAMPLE STAFF SUMMARY SHEET**  
**Example of a Meritorious Civilian Service Award**

{ P R I V A T E }	<b>TO</b>	<b>ACTION</b>	<b>SIGNATURE, GRADE, DATE</b>		<b>TO</b>	<b>ACTION</b>	<b>SIGNATURE, GRADE, DATE</b>
	1	Submit Thru	Coord		6		
	2	Proper Channels			7		
	3	435 MSS/DPCE	Coord		8	USAFE/CCH	Coord
	4	USAFE/A1CP	Coord		9	USAFE/DS	Coord
	5				10	USAFE/CV	Approval
<b>{PRIVATE}SURNAME OF ACTION OFFICER/GRADE</b>			<b>SYMBOL</b>	<b>PHONE</b>		<b>TYPIST'S INITIALS</b>	<b>SUSPENSE DATE</b>
<b>{PRIVATE}SUBJECT</b>							<b>DATE</b>
<p>Meritorious Civilian Service Award --(Nominee's Name)</p>							
<p><b>{PRIVATE}SUMMARY</b></p> <p>1. The recommendation below for (Full Name) for the Meritorious Civilian Service Award is submitted by (Rank or Title, Full Name), (Organization) for review/approval.</p> <p>2. This award recognizes outstanding performance worthy of recognition for significant accomplishments with command-wide impact. _____ has no immediate plans for retirement.</p> <p>3. Justification is at Tab 2</p> <p>4. Other Data:</p> <p style="margin-left: 20px;">a. Social Security Number:</p> <p style="margin-left: 20px;">b. Grade:</p> <p style="margin-left: 20px;">c. Duty Title:</p> <p style="margin-left: 20px;">d. Period Covered:</p> <p>5. Proposed Citation is at Tab</p> <p>6. Memorandum for HQ USAFE/A1CP (Disciplinary or adverse action information) is at Tab 4</p> <p>7. Recommendation. HQ USAFE/A1CP submit nomination to USAFE/CV or CC for approval.</p>							
<p>ABC Colonel Commander, Organization</p>				<p>4 Tabs 1. Recommendation Memorandum 2. Justification for Award</p>			